

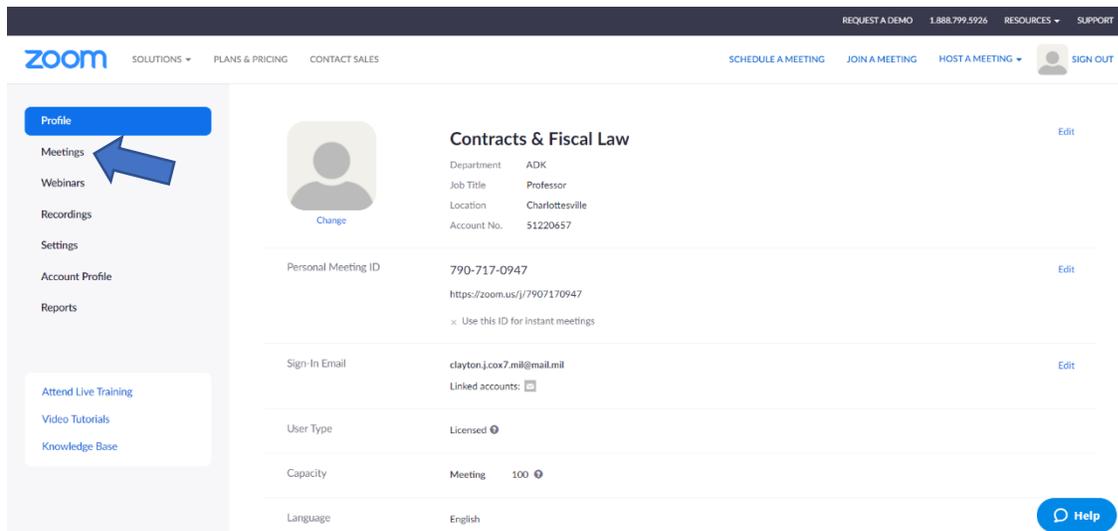
ZOOM – USER GUIDE

Accessing Department Account

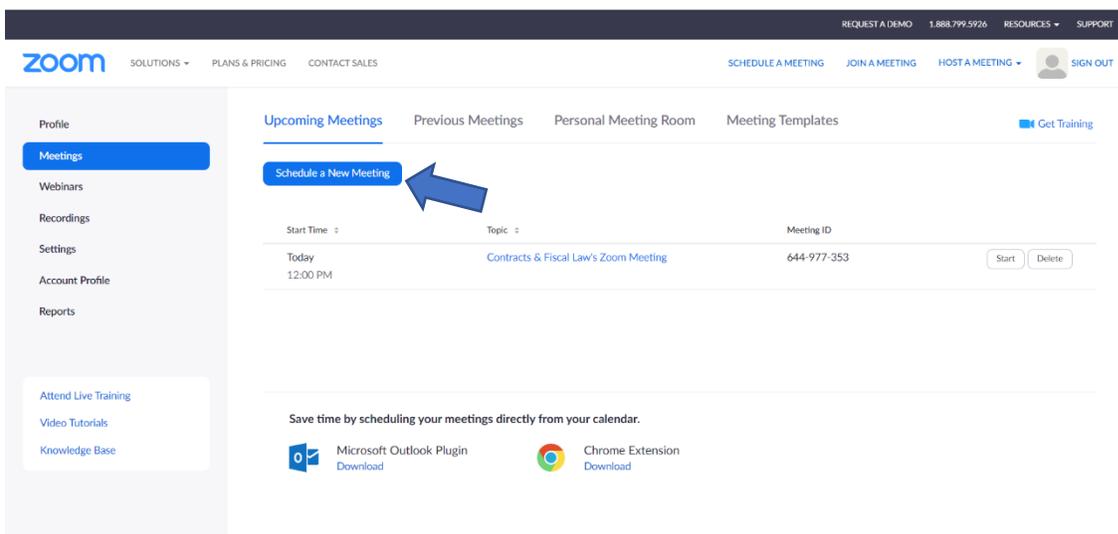
- Go to zoom.us
- Select “Sign In”
- Enter the Username and Password
 - Coordinate with your department for the department’s username and password
 - Each department will use one member’s email
 - Reach out to Mr. Lescault with issues regarding your department account

Setting Up a Meeting

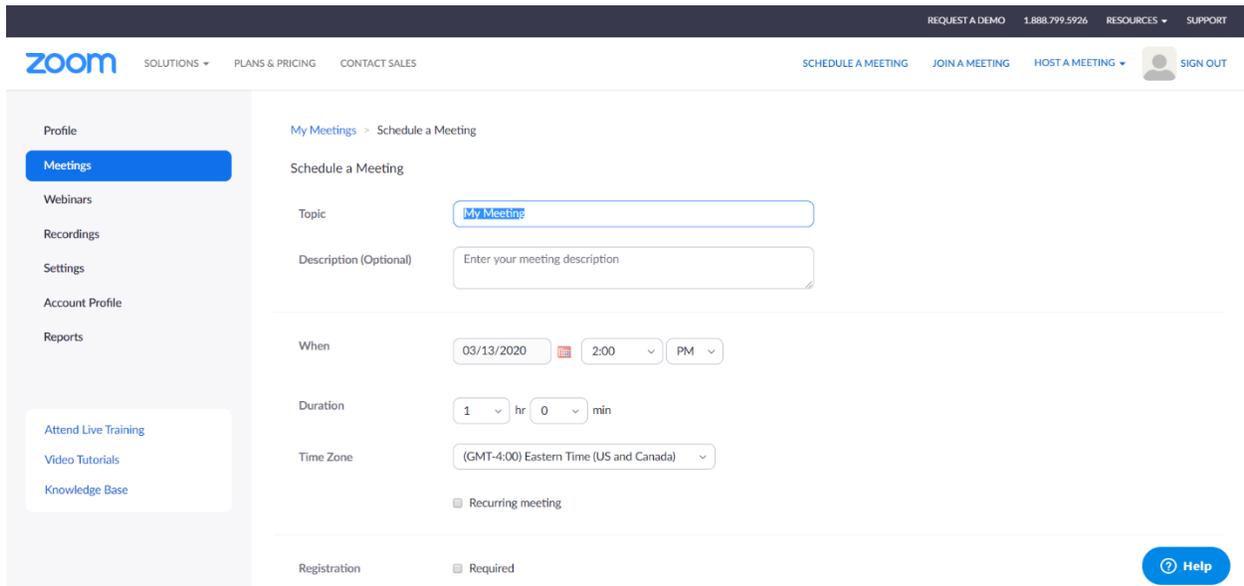
- Option 1 – Schedule a Meeting with Department Zoom Account
 - Log into Zoom using your department’s Zoom account



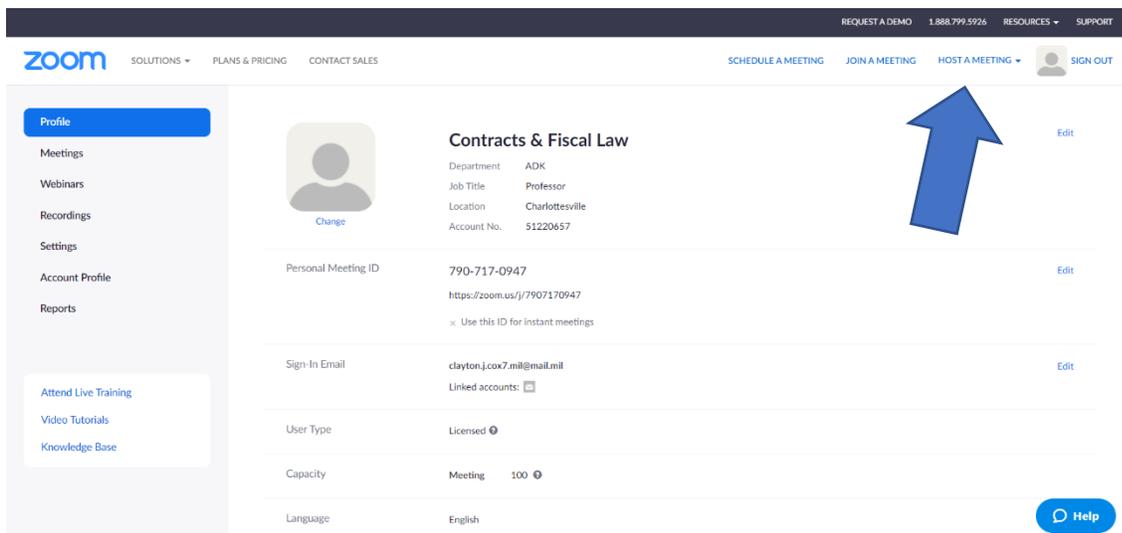
- Select “Meetings” on left-hand side of screen (see blue arrow above)



- Option 1 (cont.)
 - Select “Schedule a New Meeting” (see blue arrow in the image above)



- Select options desired for this meeting
 - Suggested options (on the website, scroll down to see all options):
 - Enable host and/or participant video
 - Select “Mute participants upon entry”
 - After saving the meeting, invite participants
 - Select “Copy the invitation option”
 - Paste invitation in announcement on JAGU for the class OR
 - Paste invitation into email to send to students
- Option 2 – Host a Meeting Using Department Zoom Account (not scheduled)
 - Log into department Zoom account



- Move mouse over “Host A Meeting” (see blue arrow on image above)
- Selected the option you desire:
 - With Video On (you can turn video off manually later)
 - With Video Off (you can turn video on manually later)
 - Share Screen Only
- Download the Zoom Meeting App (if necessary)
- Open the Zoom Meeting App (your computer may ask for permission)
- Invite individuals to the meeting (see more on this in the “In a Meeting” section on page 4)
 - “Copy Invitation” Option Available
 - Post to JAGU as an announcement OR send emails to students (example below)

Clayton Cox [REDACTED]
 to Daniel ▾

Join Zoom Meeting
<https://us04web.zoom.us/j/125811551?pwd=OVpnU0F0TWVVCU0pLUDJEBkC9oQ0VOZz09>

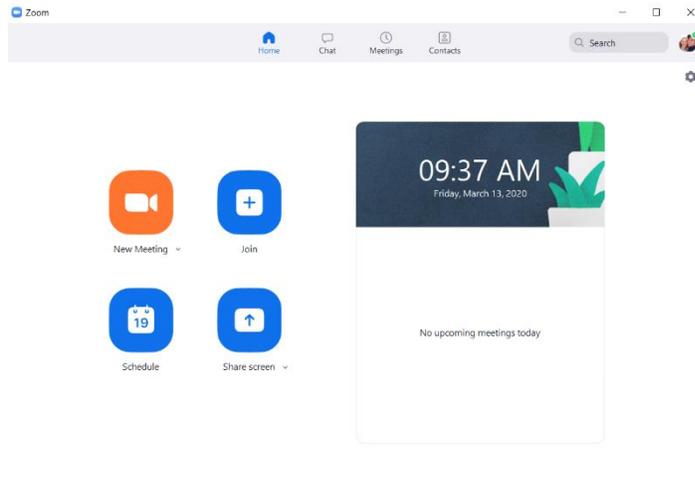
Meeting ID: 125 811 551
 Password: 866408

One tap mobile
 ,125811551# US Toll

Dial by your location
 US Toll

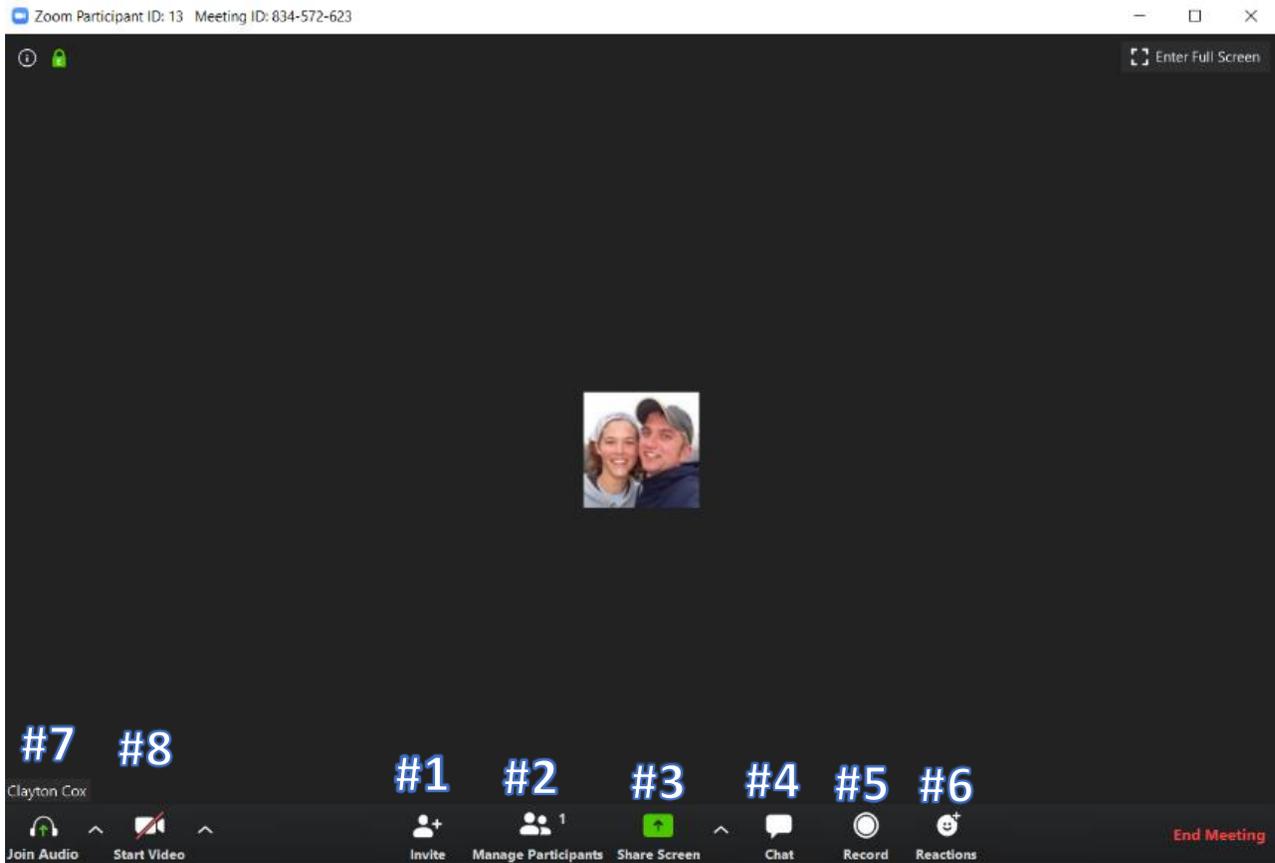
Meeting ID: 125 811 551
 Find your local number: <https://us04web.zoom.us/j/125811551?pwd=OVpnU0F0TWVVCU0pLUDJEBkC9oQ0VOZz09>

- Option 3 – Zoom App Download
 - Open the app on your device
 - Select “New Meeting”



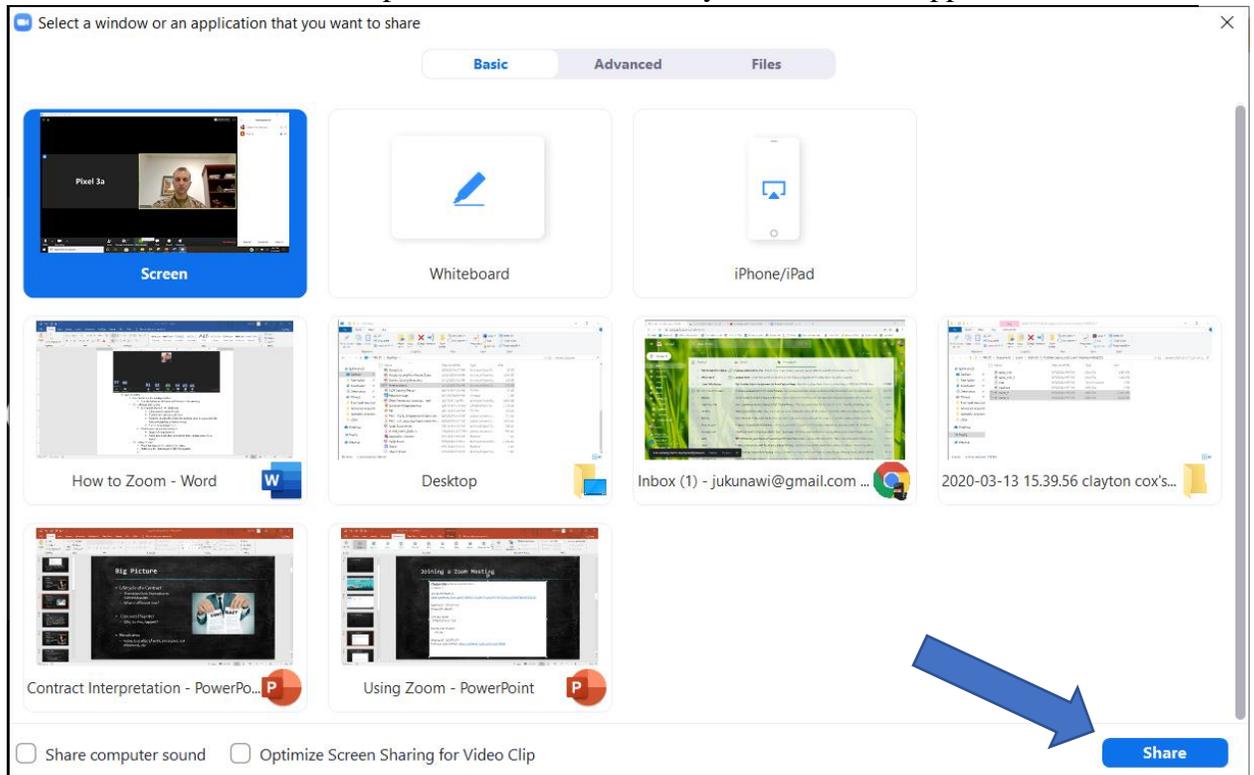
- Invite individuals (see Option 2 (above) and the “In a Meeting” section on page 4 for more on inviting participants)

In a Meeting

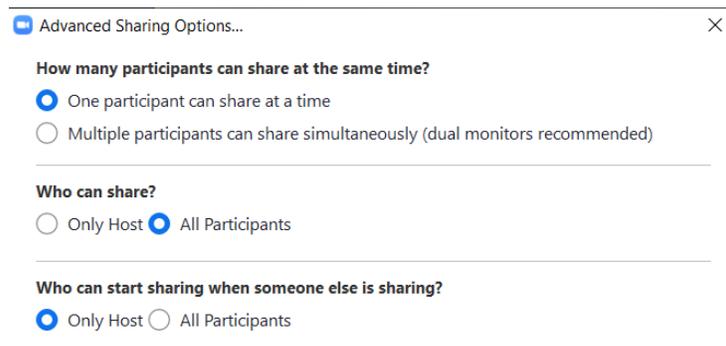


- The image above shows generally what the meeting screen looks like
- Key Features:
 - #1 – Invite (see #1 in image above)
 - Use this button to add more individuals to the meeting
 - Several options are available:
 - Email
 - Opens an email browser and insert texts; you add the email addresses
 - Copy Invitation
 - Copies invitation information so you can post it in JAGU, an email, or group text using Ctrl+v (example on page 6)
 - #2 – Manage Participants
 - Use this button to do the following:
 - Mute specific users/all users
 - Unmute specific users/all users
 - Remove an individual from the meeting (may be permanent bar from participating in that meeting)
 - Lower a participant’s hand, etc.

- Participants can use this button to:
 - Request being unmuted
 - Raise their hand (host gets notice that someone raised their hand)
- #3 – Share Screen
 - Click the green icon to share your screen
 - When you do, a window showing all your open files, a whiteboard, and the option to share what is on your screen will appear:



- Select the desired option (highlighted in blue) and click “Share” (see blue arrow above)
- If you select the arrow to the right of the green “Share Screen” icon, you can then select “Advanced Sharing Options. . .” If you select that, you will see the following:



- This allows you to control who can share their screen

- If you have the options shown here set, then anyone can share what is on their screen as long as you are not sharing
 - With these options set, only host can override what someone else is sharing
- #4 – Chat
 - Select this option to chat with participants
 - You can send a message to everyone, or to individual participants
- #5 – Record
 - You can record your presentation
 - Students have the option to record the presentation (host has to give permission)
 - If you record, save the file to your computer, not the Zoom account
 - Recordings convert to mp4 files after you close the meeting
- #6 – Reactions
 - Individuals in the meeting can “clap” and give “thumbs up”
- #7 – Audio Controls
 - You can use this icon to mute yourself and otherwise adjust audio
 - NOTE: if you are muted, you can hold down space bar to temporarily unmute yourself while it is depressed (unless the host has muted you)
- #8 – Video Controls
 - Use this icon to camera on/off and otherwise adjust video

Inviting Students to a Meeting

- You can invite students to a meeting one of two ways:
 - Giving them the link (URL) provided
 - Entering the meeting ID (XXX-XXX-XXX) and password (XXXXXXX)
 - If you ever see the “copy invite” or “email invite” options, this is the information it will provide:

Clayton Cox <jukunawi@gmail.com>
to Daniel ▾

Join Zoom Meeting
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Meeting ID: 125 811 551
Password: 866408

One tap mobile
,,125811551# US Toll

Dial by your location
US Toll

Meeting ID: 125 811 551
Find your local number: <https://us04web.zoom.us/j/fcqrCAAdNR>

- You can send this information through group text, group email, or in an announcement on JAGU